



June 24th, 2020

Mike Ramsey
Director of Public Works
31 W Quincy Street
Westmont, IL 60559

Re: **Village of Westmont**
Proposal for Professional Village Engineering & Stormwater Administrator Services

Dear Mr. Ramsey:

We are pleased to provide this proposal for professional engineering services to the Village of Westmont to fill the role of Village Engineer and Stormwater Administrator. Primera Engineers proposed Project Manager, Anthony Bryant, has working with the Village of Westmont for 18 years and will bring extensive experience and knowledge of the Village of Westmont to the service that will be provided. In addition, the full resources of Primera, will be available to the Village.

It is our understanding that the following tasks will be the responsibility of Primera as part of this contract:

- Acting Village Engineer
- Acting Stormwater Administrator
- Execute Public Works and Engineering Inspections
- Perform Public Works and Engineering Reviews
- Provide Consulting Services for Stormwater and Drainage Projects
- Participation in Quarterly Village/Public Works Meetings
- Involvement and Planning of Engineering Capital Improvement Projects
- Manage MFT Contracts/Submittals
- General Engineering Consulting Services on an as-needed basis

Scope of Work

Base Scope

Primera will provide professional civil engineering services for the following scope of work:

- Acting Village Engineer: Primera's proposed Project Manager will serve as Village Engineer and work closely with Village Staff and Primera support staff to provide the following tasks:
 1. Public Works and Engineering Inspections and Approvals
 2. Engineering and Public Works reviews for compliance with local and stormwater ordinances
 3. Participation in Village and Public Works meetings when requested
 4. Involvement and Planning of Engineering Capital Improvement Projects
 5. Manage Village Annual MFT Program
 6. Provide General on-call consulting engineering services
 7. Oversight and Management of Village Consultants
- Acting Stormwater Administrator: Primera's proposed Project Manager will serve as Village Stormwater Administrator and work closely with Village Staff and Primera support staff to provide the following tasks:

650 Warrenville Road

Lisle, Illinois 60532

P 630/324.5100 | C 630/885.9385

1. Provide Consulting Services for Stormwater and Drainage Projects
2. Provide Stormwater consulting services and review pursuant to the requirements of the DuPage County Stormwater Management Ordinance.

Assumptions

- Phase I, II, or III engineering design services will be provided under separate contract

Additional Services (Not Included in Current Proposal)

The following services are not included in the current scope or compensation, but can be provided as additional services under separate agreement if desired:

- Any work or service not specifically listed in Scope of Work or Scope of Services above.
- Traffic and Parking Studies and Analysis
- Topographic or Legal Surveys, or construction layout survey services.
- Geotechnical Investigation or Report.
- Environmental surveys, remediation plans, or abatement work.
- Planning or programming meetings with Owner or User groups.
- Utility location or Subsurface Utility Engineering (S.U.E.)
- Earth retaining structures, permanent or temporary.
- Preparation of Engineering Plans and Specifications
- Completion of Phase I Studies
- Phase III Resident Engineering Services (Construction Oversight)
- Payment of filing, permit, or inspection fees for any Authority Having Jurisdiction (AHJ).

Schedule

We understand that time is of the essence for the Village. Primera is available to begin work immediately upon receipt of written Notice to Proceed. Primera anticipates for budgetary purposes a project duration of approximately six (6) months, subject to renewal by mutual agreement with Primera Engineers and the Village.

Compensation

Primera will be compensated on a time and materials basis and will provide the described scope of work and services for cost not-to-exceed fee of: **\$50,000.00**

Additional funding can be added to this contract by mutual agreement by Primera Engineers and the Village of Westmont.

Additional scope and tasks may be added to this contract through mutual agreement by Primera Engineers and the Village of Westmont.

Primera Engineers will bill the Village monthly based on the attached Standard Rate Sheet.

We appreciate the opportunity to be of service to you on this project. We will honor the terms outlined in this proposal for a period of 30 days from the date of the proposal; after this time we reserve the right to revisit terms herein. Should you have any questions or comments on this proposal, please do not hesitate to contact Anthony Bryant at 630-885-9385 or myself at 312-242-6414.

Sincerely,

PRIMERA ENGINEERS, Ltd.



Robert J. Deming, PE, LEED Green Associate
Vice-President/Civil Group Manager

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MAXIMUM BILLING RATES PER YEAR					
TITLE	2020	2021	2022	2023	2024
Principal	\$ 371.00	\$ 383.00	\$ 394.00	\$ 406.00	\$ 418.00
Senior Project Manager	\$ 230.00	\$ 244.00	\$ 250.00	\$ 258.00	\$ 265.00
Project Manager	\$ 169.00	\$ 174.00	\$ 179.00	\$ 184.00	\$ 190.00
Senior Program Manager	\$ 266.00	\$ 274.00	\$ 282.00	\$ 291.00	\$ 300.00
Program Manager	\$ 162.00	\$ 167.00	\$ 172.00	\$ 177.00	\$ 182.00
Engineer 5	\$ 262.00	\$ 270.00	\$ 278.00	\$ 286.00	\$ 295.00
Engineer 4	\$ 211.00	\$ 217.00	\$ 224.00	\$ 230.00	\$ 237.00
Engineer 3	\$ 160.00	\$ 164.00	\$ 169.00	\$ 174.00	\$ 180.00
Engineer 2	\$ 129.00	\$ 133.00	\$ 137.00	\$ 141.00	\$ 145.00
Engineer 1	\$ 90.00	\$ 92.00	\$ 95.00	\$ 98.00	\$ 101.00
Architect 4	\$ 167.00	\$ 172.00	\$ 178.00	\$ 183.00	\$ 188.00
Designer 4	\$ 142.00	\$ 146.00	\$ 150.00	\$ 155.00	\$ 159.00
Designer 3	\$ 124.00	\$ 128.00	\$ 132.00	\$ 136.00	\$ 140.00
Designer 2	\$ 110.00	\$ 113.00	\$ 116.00	\$ 120.00	\$ 123.00
Designer 1	\$ 85.00	\$ 88.00	\$ 90.00	\$ 93.00	\$ 96.00
Commissioning Authority 4	\$ 160.00	\$ 165.00	\$ 170.00	\$ 175.00	\$ 180.00
Analyst	\$ 103.00	\$ 106.00	\$ 109.00	\$ 112.00	\$ 116.00
Senior Technician	\$ 80.00	\$ 83.00	\$ 86.00	\$ 89.00	\$ 92.00
Technician 4	\$ 139.00	\$ 143.00	\$ 148.00	\$ 152.00	\$ 157.00
Technician 3	\$ 108.00	\$ 111.00	\$ 115.00	\$ 118.00	\$ 122.00
Technician 2	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00
Technician 1	\$ 76.00	\$ 78.00	\$ 81.00	\$ 83.00	\$ 86.00
Project Management Assistant	\$ 89.00	\$ 92.00	\$ 95.00	\$ 97.00	\$ 100.00
Project Coordinator	\$ 88.00	\$ 90.00	\$ 93.00	\$ 96.00	\$ 99.00
Administrative	\$ 77.00	\$ 80.00	\$ 82.00	\$ 84.00	\$ 87.00

3% rate increase per year is for cost of living/inflation adjustment

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